

***North Georgia Walk to Emmaus 2021***

***Kitchen Operations Manual***

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*GENERAL INFORMATION*

Congratulations! You have accepted the task of leading the kitchen team. This manual is to be an outline of duties and an approximate time schedule for assignments, decisions, and some helpful suggestions. Through a great deal of trial and error and experience most of the preparations and procedures have been created for you. The kitchen manual was created by the Board of North Georgia Community and should not be changed in any way without prior approval from your board rep and the Community Kitchen Board Chair.

A **meeting with the Lay Director should be scheduled** a few weeks before the first team meeting. During this meeting, the Lay Director will go over their preferences regarding kitchen duties for team meetings as well as the weekend. The Lay Director may have special requests for the weekend or may be able to help you with decorating ideas or meal themes.

Facilities & Equipment

One of your main contacts for the weekend as Kitchen Coordinator will be Shua Gambill. He will be working with you to set up the food order for the weekend. He will also be available to answer any questions that you might have before arriving at King’s Retreat. The kitchen team should arrive at King’s Retreat as soon as possible on Thursday. The kitchen order (“the truck”) is due to arrive between 8 and 9am. There needs to be an inventory taken before the new order arrives (or before the order is put away. You receive the inventory sheets when the order is placed with Performance on Tuesday before your weekend. Gwen Hamill, the King’s Retreat Superintendent, will give you and your team a complete run through of the emergency procedures, the kitchen, and the equipment. If she gives you instructions that are different than this manual, please follow her instructions. Be sure all equipment is kept clean thoroughly during the weekend, according to directions. There should be a final cleaning on Sunday before the closing ceremonies.

The Kitchen Coordinator (KC) and Entertainment Assistants might want to inspect the kitchen at King’s Retreat prior to the weekend to become familiar with the layout and equipment. An excellent opportunity would be after Candlelight, or you can make arrangements with Gwen Hamill to visit at a time that is convenient for both of you. If this is not possible, a representative from King’s Retreat will walk you through everything you will need to know on Thursday morning of your weekend.

If the team brings any of their own equipment it should be CLEARLY labeled with that person’s name and put in their car as soon as possible after use. This is especially true of any dishes used during the reception.

Food

The kitchen will be neat and clean when you arrive for the weekend and should be left as clean or cleaner for the next Weekend. You should receive your check off list on Thursday.

A washer and dryer are available to help keep a clean supply of dishtowels on hand. Detergent is furnished. The kitchen should be closed, lights and fans off during Candlelight and Closing. By Sunday “Closing” the kitchen should be already cleaned and inspected. After Closing return all tables, chairs and trashcans to their positions. Also do any last-minute vacuuming and mopping. On Sunday, your job is not done until the King’s Retreat Superintendent or Trustee Board member gives you the OK to leave AFTER CLOSING and final inspection.

See Sunday’s clean up routine for the list of accepted food that can be left behind by the Men’s Walk for the Women’s walk the following weekend. The rest of the food in the refrigerators should be either given away or thrown away. There should be nothing left behind by the Women’s Walk in

the refrigerator or freezer, unless another walk immediately follows your weekend and/or Gwen has advised you which items can be carried over. Leftovers will be picked up on Sunday @3:30.

DO NOT leave any food that is not included in the standard manual, this should be given away or taken home. Even though you are being kind and leaving it for the next person, the subsequent kitchen teams don’t know how old it is or where the food came from; nor do they know how to apply it to their menus. It will not get used and will just be thrown away.

The Kitchen Committee sets the menus for the weekend. The food is ordered in the appropriate quantity for the recipes set in the manual. The food menu recipes reflect~~s~~ when an item is supposed to be used. Our goal for the menu is to provide simple and safe meals for the Emmaus Community. Please utilize the menu as it stands, as we are trying to avoid complex recipes and possible food safety issues. We are also trying to establish inventory systems to avoid wasting food. We certainly want your feedback on the menu, what worked well and what didn’t and we will adjust the menu accordingly. Your help, cooperation and that of the team is appreciated.

You will need to ask the team to provide additional sweets or salty snacks for the Thursday evening reception as the majority of oven agape arrives with the pilgrims. Any changes to the menu items are at the cost of the kitchen team and are not provided through NGWTE.

The food is purchased through a commercial distributor, Performance. It will arrive between 8:00 and 9:00 on Thursday morning. You should have at least three people there to meet the driver. Verify the order against the food delivered to what was ordered by the kitchen Board Rep (Shua Gambill). Please assign someone to be specifically responsible (preferably an Entertainment Assistant) to take the inventory. This person must be detail oriented to inventory the food and pantry accurately on both Thursday before the order is put away and Sunday after lunch, before the closing ceremonies. It is helpful if they use a laptop computer to complete the inventories. The Sunday inventory affects the quantity of food ordered for the next weekend, so please be as accurate as possible. **The Performance invoice & inventory sheet is to be scanned & emailed to the Kitchen Board Chair on Monday following the weekend. Please email** Bobby Whirley, Board Treasurer – [RWhirley@whirleyproactive.com](mailto:RWhirley@whirleyproactive.com) and Shua Gambill, Kitchen Board Chair – [shuagambill@gmail.com](mailto:shuagambill@gmail.com). Also email the inventory sheets to Gwen Hamill, momma4god@comcast.net.

The Facilities Coordinator receives money from the NGWTE Treasurer prior to the weekend. The Kitchen Coordinator may request funds from the Facilities Coordinator as may be needed for supplies to make kitchen agape, copies, special diet needs for pilgrims and a few food items that you must purchase at the grocery store that do not come with the large food order. Kitchen Coordinator should use the form on page 24 to track purchases and return any unused funds, along with the form, to the Facilities Coordinator prior to the end of the weekend.

Please note: None of the money is intended for changing or adding to the set menus.

Oven Agape

The community provides oven agape for Walks in varying quantities. It will vary as to types of muffins, cookies, and cakes. Use your best judgment as to how to use the oven agape throughout the weekend. If you have a lot of agape - serve it at every meal, be creative. Also, you might want to ask the conference room if they need any additional agape. Oven agape from sponsors arrives at the camp with pilgrims Thursday evening. They should be well packaged, with the contents labeled and in throw-away containers. **You will need to have team provide oven agape for the Thursday night reception!**

Costumes/Theme Clothing/Kitchen Entertainment

The Kitchen Team may wish to dress in theme costumes for meals beginning with Friday night (after agape is introduced in the conference room). These costumes should consist of clothing that one has on hand or can easily be borrowed or put together. The idea is to have fun, not to incur needless expense. Most mealtimes are allotted 30 minutes, in a spirit of cooperation, please keep to the schedule.

Working with other parts of the Team

1. Coordinate the use of kitchen supplies with the Facilities Coordinator during the weekend (i.e. individual tea bags, hot chocolate, coffee, etc. to be used in the Servant’s Den)
2. Coordinate with Chapel as to where the Communion elements are kept (pita bread in the refrigerator in the Den and boxed grape juice in the pantry.) These elements can be kept throughout the weekend in the Servant’s Den and not in the kitchen. Make sure Communion elements for Closing are not inadvertently sent away with donated food on Sunday afternoon.
3. If planned on, let the Facilities Coordinator know when you will be taking Fruit trays for conference room agape. Let them know BEFORE the weekend that this will occur and when/if it will occur.
4. Coordinate with Housing Team for the morning coffee.

Kitchen Team

There are usually 22 to 24 kitchen team members including the Kitchen Coordinator (KC) and 2 Entertainment Assistants (EA) for the weekend. It is recommended to assign one EA to run the kitchen and the other to run the dining room so that team members know who to report to for their assignments.

There are multiple ways to coordinate your team. We suggest there should be three teams of at least 6 people each. You may choose to rotate the responsibilities of the three teams during the weekend (see “Work Team Document”). One team can cook, another team can clean and the other team can serve or you may choose to keep these teams together during the weekend or switch up the teams as might work best for you (some people want to cook the entire weekend, some want to serve, and some want to clean). Choose a system that works best for you and your team.

Whatever you decide to do, make sure there is a team leader or leaders for each meal and make sure they are prepared for their meal responsibilities. We also suggest that you have a person assigned to beverages throughout the weekend; this person would be responsible for iced tea, juice, ice and water. We also suggest you have one person assigned to coffee, making sure there is always a supply of fresh coffee.

NGWTE 3-day Schedule

It is important to use the detailed NGWTE 3-day schedule to confirm ALL times for meals, communion, candlelight, etc. If the kitchen 3-day schedule differs from the NGWTE 3-day schedule, please notify the Kitchen Co-Board Chair and follow the NGWTE 3-day schedule not the Kitchen schedule. It is also important to be ready when the schedule states to be ready and be flexible to follow the conference room if they are ahead or behind. The kitchen team should not delay the schedule in any way. Keep in close contact with the Facilities Coordinator for noting if the Conference room is on schedule.

##### Arrival and Walk-Through

When you arrive at King’s Retreat, bring in any perishables you might have and check in with Gwen in the Dining Room. You will need to come in through the Dining Room door which will be unlocked by 8:00.

You can unpack your cars and make your beds until everyone is there for the Walk Through with King’s Retreat Superintendent, Gwen Hamill. Walk Through begins at 10:00 with Outside ALD, Facilities Coordinator, and Kitchen Coord and Entertainment Assts. As many other kitchen servants as possible should participate if they are there. The other Coordinators meet with Gwen beginning @11:00.

The walk-through will include safety and kitchen equipment. The equipment that you will find in the kitchen includes:

* 1. 2 refrigerators – Walk-In Cooler = because you can physically walk into it, and Reach-In, 3 door cooler with glass doors… Both are maintained @35°-40°

It is easiest to put things like milk, eggs, cheese, OJ & other smaller things in the Reach-In, and the bigger things and cases of fruit in the Walk-In… but you can choose to set them up however you feel comfortable.

* 1. The Freezer is a normal household upright freezer and usually the only thing that goes in it is ice cream, hash browns, and apple pies unless you have been asked to split a case of something with/for the next weekend.
  2. 6 burner stove has a conventional oven
  3. 2 burner stock pot stove for large pots, sits lower and can be filled with the pot filler.
  4. 2 convection ovens that you will use for most of your cooking. Large sheet pans fit and your recipes are set for this type of oven…they cook more evenly and consistently than conventional ovens that sometimes have hot spots.
  5. Warmer Unit holds food warm until it is time to serve…(it will not cook things)
  6. Dishwasher is quick & easy….be efficient by putting like things in the same tray to facilitate space and number of loads. No need to drain after each use as the rinse water is used as the wash water for the next load. It does help to pre-rinse dishes and pre-soak silverware.
  7. Coffee maker and tea machine to make iced tea.

##### Closest Store Details

###### There is a Publix 12 miles away (about 20 minutes) 51 East Paulding Drive, Dallas, GA 30157

770-505-5838

Hours: 7:00am – 10:00pm, everyday

There is a Walmart Super Center 16 miles away (about 30 minutes) 3615 Marietta Hwy, Dallas, GA 30157

770-445-2141

Hours: open 24 hours a day/7 days a week

There is a Kroger 10 miles (about 13 minutes)

455 Nathan Dean Blvd, Dallas, GA

770-443-0811

Hours: 5:00 am - midnight

Kitchen Inventory Instructions

Please don’t be overwhelmed!!! It is just numbers, counting and entering. You don’t have to do any math! If you will follow these few instructions, we will be able to maintain adequate inventory levels which will ensure fresh product and good financial stewardship.

There are two columns that you will fill out on this form. The blue (Ending) and red (Donated) columns. The yellow column is what has been ordered for your weekend, and it will automatically populate the received column with correct quantities.

1. Review the inventory sheet and these instructions before arriving at the camp.
2. Print a copy and take it with you and/or upload it to the computer that you will use during weekend.
3. Upon arrival at the camp, or immediately after your walk through with Gwen, verify that you have everything that is in the column labeled ‘Beginning Inventory’. This is what was left for you to begin your weekend with.
4. Check in the order as the truck arrives, verify that all things have been received and sign the delivery copy for the driver. **BE AWARE:** Performance has an autofill policy and will replace out of stock inventory with a comparable product. If this happens, notify Shua Gambill (and Gwen Hamill) as soon as possible. Keep the item and they will help you make it work for the weekend.
5. The number in ( ) under the unit/measure indicates how many come in a case. For example, if you received 2 cases of milk 2%, then you will have 8 in the (green) Received. Column, not 2 since it says to count by the gal. and there are (4) per case.
6. If you are to count something by the case, like sugar packets, then 1 will appear in the (green) Received column.
7. At the end of the weekend, you will count everything (including what is in the walk-in, reach-in, pantry and coffee area), and fill in the blue and red columns. Please put the TOTAL that will be left for the next weekend to use in the Ending Inventory column and put the quantity that is being donated in the Red column. If you have 2 gallons of milk left, and cannot carry them over for the next weekend, and are going to donate both gallons…show 0 in the Ending Inv. Column, and 2 in the red column. There will be some things that you cooked, and not all of it was eaten, so you must estimate whether it is a full lasagna or ½ being donated. Some things might be listed like green beans, that you don’t have any cans left, but you have a zip lock bag that holds about ½ a can that will be donated. Please put all of these items ONLY in the donated column, not in both ending and donated. If you have full cans left *and* are donating baggies of left-over green beans, then you should have numbers in both columns.
8. If there is a North Georgia weekend following yours, please leave anything that you can for the next weekend but be sure to let Shua (Gwen) know so they can adjust the order accordingly.
9. When these columns are filled in on the computer Sunday evening or Monday morning, the computations will automatically be calculated.
10. Shua (Gwen) will transfer ending inventory over to beginning for the next weekend and will fill in the cases ordered.

We are making our best effort to be good stewards and not waste a lot, by holding it for the next weekend, or over ordering and having to donate it.

Please send copies of your completed inventory to Shua Gambill shuagambill@gmail.com and Gwen Hamill at [momma4god@comcast.net](mailto:momma4god@comcast.net) They need it asap to make the next order on Tuesday.

##### Expiration Dates – Shelf Lives

Although some prefer not to use anything past its ‘shelf life’, this information is to clarify what the dates on food products really mean and how we can be good stewards of the products we maintain on the shelf, in the coolers and freezer, and of our finances.

First of all, there are four types of ‘dates’ generally used on products, and we need to know which one is on the products we use. The four types are:

* 1. ‘SELL BY’ date tells the store how long to keep the product on the shelf for sale. Buy this dated item before the ‘sell-by’ date.
  2. ‘BEST IF USED BY’ date is a recommended date for best flavor or quality, not a purchase or safety date.
  3. ‘USE BY’ date is a quality date recommendation, determined by the manufacturer.
  4. ‘CLOSED OR CODED DATES’ are numbers used by the manufacturer.

Note that none of these dates specifies safety or spoilage. Across the board, expiration dates are meant to address a product’s freshness and efficacy, not its safety. Food that is past its date may be stinky or spoiled, but probably won’t cause anything more than a stomachache. When it comes to most foods, always trust your senses over what it says on the package…don’t automatically throw something away based on its date. If items have been stored and wrapped properly, they will often last longer than the date shown.

Milk and milk products, cream/half & half can last up to a week longer, yogurt a few weeks or more before beginning to curdle or separate. Hard cheese can last for months, even after opened…and cutting off some mold doesn’t affect the rest of the cheese. Canned goods and non-perishable items like flour and sugar can last almost indefinitely, if stored properly. Meat, poultry, and fish are highly perishable and the dates you find on them are more critical and pertain to when they will probably begin to turn.

Medications, too, have expiration dates… but most over-the-counter and some prescription drugs are safe to use past those dates, but may lose some of their potency.

Dates you should pay attention to include meat and fish as they tend to be highly perishable. Prescription drugs, especially for management of chronic diseases and insulin, nitroglycerin, tetracycline, and liquid antibiotics are more fragile and perishable also. Contact lenses and solution expiration dates should be adhered to.

Use your common sense…your gut feeling. If a food product has curdled, begun to smell, changed color, developed a film, or looks suspicious…toss it! Canned goods are usually safe, but if the cans are bulging, leaking, rusty, or emitting an odor…toss them! If liquids have become cloudy… toss them, too! When deciding whether something is edible, usable, or clearly past it’s prime, use all of your senses…as well as your best judgment. Please let Shua/Gwen know if/when something is out of date.

Mishandling of products can create unsafe food, even if the product use by date has not yet been met. Products such as meat, fish, and other refrigerated items should not be defrosted at room temperature, and should not be at room temperature for longer than 2 hours. Cross contamination and poor hygiene are also areas that provide opportunities for foodborne bacteria to grow and cause foodborne illnesses.

Some examples of foods that are ‘safe’ to eat, even after an expiration date, use by, or sell by date:

Milk/cream/etc. – 1 week or more

Eggs – 3-5 weeks from date of purchase

Hard cheese – for months, even after opening (cut off any mold…does not affect the rest) Canned goods – high acid (tomatoes, grapefruit, pineapple) – 12-18 months

Canned goods – low acid (meat, poultry, fish, veggies) – 2-5 years Flour/sugar – indefinitely

The following nine items will last for years, even decades, without losing quality…

1. Honey – revive crystalized honey by placing the opened jar in warm water and stirring until dissolved.
2. Rice – (except brown rice) – keep sealed after opening…can be stored in refrigerator or freezer.
3. Sugar – (white, brown or powdered) – prevent hardening by keeping in airtight container and sealed tightly.
4. Maple syrup – refrigerate after opening. Long term, freeze in airtight plastic containers.
5. Pure vanilla extract – keep tightly closed.
6. Distilled white vinegar – tightly capped
7. Cornstarch – keep package tightly closed
8. Salt – never spoils or goes stale

Please **DO NOT** throw out products just because of the date that is stamped on the can or box. Please let a Board Kitchen Committee person make the decision as to when to discard. We must be good stewards of the pantry items as well as fresh items that come in on a weekly basis. Do remember to rotate the stock in the pantry by putting newly received product behind what is already on the shelf. FIFO

*Resources:*

‘Past Its Prime: Do Expiration Dates Matter?’ Divine Caroline (7/2009)

USDA Food Safety & Inspection Service

‘Do Food Expiration Dates Really Matter?’ WebMD ‘Sturdy Staples: 9 Foods That Can Outlast You’ Still Tasty

***Cleaning supplies available for use (provided by King’s Retreat)***

1. Bath & Bowl Cleaner = toilets
2. Bleach = sanitizer for surfaces, laundry booster
3. Blue Ultra Pot & Pan Detergent = for 3 compartment sink
4. Brooms and mops
5. Cleaning brushes
6. Dish cloths = washing and cleaning
7. Dish towels = drying and cleaning
8. Disposable vinyl gloves = food prep
9. Foamy Hand Soap = hand soap
10. Foil rolls and sheets = food prep
11. Glass & Surface Cleaner = all-purpose glass cleaner
12. Keystone Rinse Additive = for dishwasher
13. Keystone Sanitizer = for dishwasher
14. Keystone Washing Detergent = for dishwasher
15. Kitchen Cleaner = general cleaning
16. Laundry Detergent = washer
17. Neutra-Mop = floor cleaner for kitchen
18. Oven & Grill Cleaner = ovens and grills
19. Oven mitts/hot pads = for cooking
20. Oxygen Bleach Cleanser = kitchen and bath cleanser
21. Parchment paper = cooking
22. Plastic wrap = food prep
23. Pot & Pan Detergent = soak and clean pots & pans
24. Powdered Cleanser = scrubbing sinks, etc.
25. Red Sanitizer = for 3 compartment sink
26. Steel wool pads = scrubbing pots and pans
27. Trash bags = 3 sizes = for bathroom stalls, 10 gal waste baskets, and large kitchen cans
28. Zip Drain Opener = for clogged drains
29. Zip-lock baggies = for prep and leftovers (sandwich, qt & gal sizes)

***Décor Available at Kings Retreat (as of January 2021)***

|  |  |
| --- | --- |
| **In the Pantry:** |  |
| **Themed Décor** |  |
| American flags | Angel Breakfast |
| Beach | Bow Ties/Aprons |
| Emmaus Air | Fall Harvest |
| Garden Flower Centerpieces (small, white) | Hawaii (Luau) |
| Hats (Cowboy, Camo, Straw) | Men’s Hats/Ties |
| Mexican, Piñatas, Sombreros | Misc. Holiday |
| Music | Overslept |
| Patriotic | Road Kill Café |
| Sports | St. Patrick’s Day |
| Waffle House |  |

***Tablecloths available at King’s Retreat As of 1/1/2021***

|  |  |
| --- | --- |
| **COLOR** | **QUANTITY** |
| Black & White Check | 10 |
| Blue (royal) | 12 |
| Burgundy | 13 |
| Checkerboard Roosters | 11 |
| Fusia/ hot pink | 12 |
| Green fancy (satin flowered) | 8 |
| Green (Hunter) | 2 oblong, 1 long oval |
| Lime Green | 12 |
| Orange (+ 2 dark orange) | 12 |
| Paint speckled | 6 |
| Pink (Salmon) | 6 |
| Purple / eggplant | 3 + 2 round \* |
| Red – misc. | 3\* |
| Red | 12 |
| Red & White check | 14 |
| Red & White check (small checks) | 3 |
| Red Satin very large (round) | 6 |
| Red woven check | 10 |
| White (60”x102”) | 19 |
| Yellow & white check | 14 |
| **Round** |  |
| Purple | 2 \* |
| Red | 3 \* |
| **Plastic** |  |
| Jalapeno (w/ cloth back) | 2 \* |
| Rooster (w/ cloth back) | 2 \* |
| **Cloths with 2 or less** |  |
| Beige w/ fruit (1), Jalapeno (square 3’x4’) (1), Orange (dark) (2), Red & White stripe (2) , Red check (very small checks) (1), Red (Satin Flowered) (1)\*, Teal (1)\*, Yellow(2)\*, Yellow (pale w/ design) (2)\* | |
| **ALL TABLE CLOTHS ARE OBLONG UNLESS OTHERWISE NOTED.**  **Tablecloths noted with an \* are in the long**  **cabinet in Misc. tubs 1-8.** | **TABLES ARE 8’ LONG BY 30” WIDE.**  **Large quantities of table cloths are found in the**  **kitchen behind the door by the coffee maker.** |

***Equipment Inventory at Kings Retreat (as of January 2021)***

|  |  |
| --- | --- |
| Bowls – plastic- 5 qt | 20 |
| Bowls – plastic- 6 qt | 23 |
|  |  |
| Bowls – bamboo | 28 |
| Bowls - black/clear rectangular | 11 |
| Bowl- plastic Rooster | 12 |
| Bowls - misc. | 5 |
| Cake pans - bunt | 4 |
| Cake pans - misc. | 8 |
| Casseroles - 8x8 glass | 0 |
| Casseroles - 8x11 glass | 3 |
| Casseroles - 9x13 glass | 10 |
| Casseroles - 9x13 stainless inserts | 15 |
| Colanders’ | 3 |
| Cookie sheets - misc | 9 |
| Cutting boards 15x20 red,white,yellow | 9 |
| Griddle 10x18 | 3 |
| Pots 3 qt | 1 |
| Pots 6 qt | 2 |
| Pots 8/9 qt | 2 |
| Pots 12 qt | 2 |
| Pots 20/22 qt | 1 |
| Pots 24/30 qt | 3 |
| Serving trays – Clear-15”-10” | 70 |
| Serving trays - plastic 15" | 2 |
| Serving trays - plastic 15" w/rim | 20 |
| Serving trays - misc. oblong/rect. | 26 |
| Serving trays - silver round 12" | 16 |
| Serving trays - silver oblong 12x18 | 13 |
| Sheet pans - large | 32 |
| Sheet pans - 1/2 size | 4 |

|  |  |
| --- | --- |
| **China Closet** |  |
| Bowls Serving Corelle | 4 |
| Bowls 12 oz Corelle | 99 |
| Bowls 12 oz China | 46 |
| Bowls plastic - cereal | 188 |
| Casseroles - mini loaf (roosters/thanks)  Condiment bowls (small white) | 9  48 |
| Condiment bowls (china white) | 20 |
| Condiment bowls (plastic black) | 18 |
| Cream pitcher (stainless) | 24 |
| Coffee cups/mugs | 112 |
| Forks | 154 |
| Forks (serving)-in kitchen | 0 |
| -Decorative serving plates | 22 |
| Glasses - tea clear & gold | 124 |
| Glasses - juice | 116 |
| Knives - table | 233 |
| Pchers ½ size plastic | 5 |
| Pitchers - milk & syrup | 4 |
| Plates - dinner, Corelle | 152 |
| Plates - dinner, dessert china | 147 |
| Plates - dessert/lunch correlle | 180 |
| Plates – saucers | 180 |
| Spoons – large | 71 |
| Spoons - teaspoons | 127 |
|  |  |
| Spoons - soup | 125 |
| Vases - assorted | 11 |
| Vases – bud | 42 |
| **Kitchen - cooking** |  |
| Bowls - metal, various sizes | 25 |
| Bowls – plastic 3 qt` | 15 |
| Bowls – plastic – 4 qt | 13 |

|  |  |
| --- | --- |
| Skillets 9" iron | 3 |
| Skillets 12" non-stick/aluminum | 4 |
| Skillets 14" | 7 |
| Spoons - cooking, long handles | 21 |
| Spoons - cooking, long wooden | 3 |
| Spoons - cooking, slotted | 17 |
| Spoons - soup ladles | 5 |
| Tongs-metal, cooking (hung up) | 19 |
| Warming pans 17x25x3 | 4 |
| Warming pans 12x20x3 | 2 |
| Spatula – long handled | 5 |
| Muffin Pans | 3 |
| **Kitchen Utensils** |  |
| Apple corer/slicer | 3 |
| Can opener - hand | 7 |
| Can opener - church key | 0 |
| Cheese cutters | 4 |
| Forks - various long handled | 2 |
| Funnel | 4 |
| Graters | 3 |
| Ice cream scoops | 6 |
| Juicer / garlic press | 2 |
| Knife sharpener | 7 |
| Knives - sharp - various sizes/types | Many |
| Mallet | 1 |
| Measuring - 1 cup glass | 2 |
| Measuring - 2 cup glass | 2 |
| Measuring - 2 cup plastic | 0 |
| Measuring - 4 cup glass | 2 |
| Measuring cup sets (plastic) | 4 |
| Measuring - tsp/tbs sets | 5 |
| Melon baller | 1 |
| Pancake Turners | 15 |
| Pastry brush | 7 |
| Peelers | 10 |
| Pie server | 8 |
| Pizza cutter - wheel | 3 |
| Rolling Pins | 2 |
| Scoop | 2 |
| Shears | 4 |
| Sifters - flour | 1 |
| Spatulas - rubber | 12 |
| Spoons - mixing, wooden/plastic | 20 |

|  |  |
| --- | --- |
| Spoons - ladles | 8 |
| Spoons - slotted, wooden/plastic | 12 |
| Spoons - spaghetti | 9 |
| Spoons serving | 20 |
| Steamers | 2 |
| Strainers | 5 |
| Thermometers - meat | 5 |
| Thermometers - all purpose | 1 |
| Thermometers – oven | 3 |
| Timer | 1 |
| Tongs (Black Plastic) | 13 |
| Vegetable masher | 6 |
| Whisks | 5 |
| Zester | 1 |
| **Dining Room Cabinet/Servant's Den** |  |
| Baskets misc. | 5 |
| Baskets - oval metal (flowers & bees) | 16 |
| Baskets - oval - small 6x8 | 20 |
| Baskets - oval - medium 8x10 | 9 |
| Baskets - oval - large 7x10x3 | 6 |
| Baskets - rectangle –Misc | 7 |
| Baskets - rectangle 8x12 &10x13 | 10 |
| Baskets - rectangle lg 13x17 | 9 |
| Baskets - round tall | 8 |
| Baskets - round 5" – x-small | 4 |
| Baskets - round 9"/10" | 11 |
| Baskets - round misc.& ex. Lge | 18 |
| Baskets - square 7" with legs | 8 |
| Baskets - square 9" | 5 |
| Baskets – square woven plastic | 18 |
| Baskets - 3 compartment | 6 |
| Baskets - rooster | 5 |
| Baskets - misc. with handles | 37 |
| Coffee pots (servant's den) | 4 |
| Salt/pepper shakers - glass | 69 |
| Salt/pepper shakers - plastic | 39 |
| Trivets - 7" round | 25 |
| **Ktchen Cabinets** |  |
| Carafes White & black | 22 |
| Pitchers - plastic | 48 |
| Pitchers - glass | 0 |

***Other Items***

### Serving in the Kitchen –

Serving in the kitchen is a blessing beyond belief. There is so much variety, enough team members to make it fun, and opportunities to watch the interaction of the pilgrims from the sidelines and see their excitement as the weekend unfolds. This document is simply a guideline with suggestions on how to make your job easier, more efficient, and a little less confusing on the weekend. Hope it helps.

Let’s start with the basics…how do we cook for 75-100 people, when the most we have ever cooked for before is 5? For the most part, it’s the same except there is more of it…and some of the equipment is bigger. Here are some ideas that might help you.

Cleaning tables after meals (bussing tables):

* Get two rolling carts
  + On one put an empty medium sized pot
  + On the same one put another pot half full of warm soapy water
  + The other cart will be empty to stack dishes on
* When bussing, empty liquid out of the glasses/cups into the empty pot
* Put silverware in the pot with the soapy water to begin soaking
* Stack dishes and glasses on the empty cart
* Throw all paper trash in a large trash can with a black liner
* Put tablecloths into the washing machine to wash while cleaning up

Washing dishes:

*Using the dishwasher:*

* Use the flat rack for glasses, cups and pitchers
* Use the spiked rack for plates, small bowls and trays
* Use the checker board rack for large items
* When using the green silverware racks, place silverware in them with the prongs up and then put two on a flat rack to go in the dishwasher. Do not sort the silverware before washing.
* Put two racks on the left side of the dishwasher (dirty dish side)
* Pre rinse dishes and bowls with sprayer
* Two racks will fit in the dishwasher at the same time
* Closing the doors on the dishwasher starts the cycle
  + A cycle runs about 90 seconds
  + Machine goes through a wash/rinse, then stops for a few seconds
  + Then it goes through a sanitize cycle
  + Do not open the doors until the second cycle finishes (unless you want a shower)
* Push the racks through the machine to the right side to dry
* Organization is the key to efficient dish washing
* Wash in this order…glassware, silverware, dishes, cooking utensils
* If it fits on a rack and under the doors…it can be washed in the dishwasher
* NO potatoes, NO black mats, and No to the round rubber scraping hole.

*Using the 3 compartment sink:*

* For things too large for the dishwasher
* 1st sink is wash HOT, 2nd sink is clear rinse HOT, 3rd sink is sanitize COOL WATER
* Use soap and sanitizer faucet to fill with correct mixture of chemicals already adjusted

Food preparation:

* Use any of the utensils that are available
* Three different colored cutting boards are available
  + Red – for meat only
  + White – for vegetables, fruits, bread
  + Yellow – gluten free
* Wash and sanitize all utensils between use
* Wear disposable gloves when preparing food (available in small, medium. large and xtra large)
* Pre-prepped food and leftovers should be stored in zip-lock bags (provided)

Cooking:

* 6 burner gas stove with regular oven
  + Scrambling eggs, taco meat
* 2 burner stock pot stove with pot filler
  + Heating soup, heating beans, making grits
* 2 convection ovens (promotes even cooking throughout the oven)
  + Cook/cool down settings for cooking and holding
  + Load evenly, adjust shelves before preheating
  + Can use two ovens at the same time at two different temperatures
  + Temperature and time settings (separate for each oven) are as menu specifies
* Warmer/proofer
  + Set humidity and temperature
  + Set to ‘proof’ for things that need moisture (breads, buns, rolls, eggs, etc.)
  + Set to ‘hold’ for cooked meats and vegetables
  + Holds food hot and moist for as long as needed
  + Use distilled water in bin for proofing
* Other available equipment
  + Microwave
  + Blenders
  + Coffee/tea machines
  + Coolers (walk in & 3 door reach in)
  + Freezer
  + Ice machine
  + Washer & dryer

Pantry:

* Dry ingredients (inventory required for beginning and end of weekend)
* Paper goods
* Decorations
* White Christmas lights
* Vacuum cleaners
* Ladder and step stool
* Tables for oven agape

Dining Room Cabinets:

* Dishes, glasses, silverware, vases
* Tablecloths and baskets
* Salt & pepper shakers
* Tissue
* Blue binder with pictures of all areas of the main building

*Additional Things to Consider to avoid issues in the Kitchen*

1. Read and reread the Instructions on the package the day before cooking…
2. Spray pan coating onto ALL baking dishes before setting them up for casseroles!!!! This is very important so the casseroles do not stick or burn and it makes for easy clean up!
3. Plan to eat early on Saturday night (5pm), prior to the Pilgrims. Otherwise, the kitchen team will not get a chance to eat before 10 pm.
4. Assign at least one kitchen team member as “Special Diet” Person for the Weekend. This person will be in charge of pilgrims with special diets. If there are special diet needs on the team, they are responsible for providing their own food. The “Special Diet” Person can help coordinate with them for each meal.
5. Although it is not recommended, meals and/or desserts may be switched to another day/night. Just plan ahead. Make sure to inform the Kitchen Board Chair prior to the weekend and review schedule differences/adjustments.
6. Store products like Milk, Eggs, Butter, Creamer and Cheese in the “Reach In” – 3 door cooler . These products will be easier to find when you need them throughout the weekend.
7. Diced Ham, Chicken, Soup, Pot Roast and frozen veggies should go into the “Walk-In Cooler” (the Big Refrigerator) ASAP to thaw. Remove items from boxes in order to defrost, or “pyramid” the boxes to allow air flow. Meats and heavy items on bottom shelves!
8. Please consider that Pilgrims and Team Servants may not be on the same diet as you – Please prepare the serving portions suggested by the manual – and let the Pilgrims decide how much or little to eat.
9. Salads are served with many of the meals – Have some fun with the presentation of them…fruit and vegetables can be on the same salad...
10. Do not forget to conduct your beginning and ending inventory. Please be accurate. We want to be good Stewards. This will be a responsibility assigned to the Entertainment Assistant of your choice.
11. Please, confirm that no one is bringing any RAW protein to the weekend as Agape.
12. Take Pot Roast out of the box/carton and store in large metal pans in the Walk In, ASAP...first thing after it arrives from Performance...
13. Warmer unit – Keep bin filled with distilled water, humidity level and temperature can be adjusted as needed. Switch on ‘proof’ for items needing moisture (bread, rolls, etc.) and on ‘hold’ for cooked foods (meats, veggies, etc.). Clean warmer unit with soap & water, no chemicals.
14. Fan and lights should be on whenever oven and/or stove is in use.
15. Red cutting boards for meat only; white cutting boards for everything else…bread, fruit, vegetables; yellow cutting boards for gluten free (special diets)
16. Wash, dry & return tablecloths to appropriate tubs behind the door in coffee area.
17. Return all baskets to long dining room cabinet.
18. Do not put rubber floor mats or rubber scrape hole protector through dishwasher.
19. Have someone in charge of organizing the Walk-In refrigerator. This will help keep things smooth for meals throughout the weekend. One suggestion is to organize it by item (fruits/vegetables, meats, etc.) another suggestion is to organize it by meal. Do not put trays of opened meats above other food items to avoid spillage. Meats on bottom shelves on trays.

Kitchen Safety Rules

#1 The first thing to do when you walk into the kitchen is; wash your hands in hot water and soap.

#2 No sleeveless shirts are allowed in the kitchen. #3 Disposable Gloves are to be worn at all times.

#4 Wash your knives when you go from cutting chicken (protein), to anything…and vice versa. Red cutting boards for meat only; white cutting boards for everything else (bread, fruit, vegetables); yellow cutting boards for gluten free.

#5 Never place knives in the deep sink or soapy water. Place in separate shallow tray on counter, until cleaned, so they are clearly visible. Clean with sanitizer and return to wall magnet or bin.

#6 If you have a cold/flu please stay home (but we love you and wish you a speedy recovery).

#7 Please wear a hair net or a clean hat in the kitchen. Women always pull hair back behind your shoulders.

#8 All cleaning rags need to be cleaned before wiping down a surface. #9 When carrying a knife keep the tip of the knife pointed down.

#10 *Only closed toed shoes are to be worn in the Kitchen, tennis shoes or rubber sole shoes are preferred.* ***No flip flops*** *or sandals*.

Tips for Kitchen Servants

* + Prepare all your agape and letters before the weekend.
  + At the team meetings please let the Kitchen Coordinator (KC) or Entertainment Assistant (EA) know if you have any limitations that would limit your work activities in the kitchen.
  + Make it a priority to get plenty of rest before the weekend because you won’t get much ON the weekend.
  + Bring several pairs of your most comfortable shoes. It helps your feet to rotate them.
  + Arrive at King’s Retreat as soon as possible after 8:00 a.m. on Thursday.
  + As soon as you arrive at camp, choose your bunk, unload your belongings, make up your bed, and report to the kitchen, join in the walk through at 10:00 if possible.
  + On Thursday, let the KC or EA know when you are signed up to pray for a speaker. Also let them know you are leaving when the Escort comes to get you.
  + Review with the KC the tasks to be done. The more that can be done on Thursday the less hectic the weekend will be!
  + After the reception and every meal, make sure you collect any serving pieces, containers, and/or decorations that you personally brought. Take these items back to your car.
  + SILENCE on Thursday night and Friday morning is to be observed by EVERYONE both on the team and pilgrims in order to reflect on our service to Jesus Christ.
  + When you serve as a clean-up person, remember to clean the convection oven after every meal so Sunday’s clean up won’t be so hard.
  + If you have completed your assigned task, PLEASE offer to pitch in and help someone else who might be working under a tighter schedule and desperately need assistance.
  + After agape is introduced Friday afternoon, beginning with Friday’s dinner you can begin wearing themed costumes for the meals. The idea for these costumes is to have fun, NOT to cause a financial hardship on anyone.
  + Noises from the hall really carry. Music is okay in the kitchen area, but not in the dining hall. Feel free to bring spiritual music to listen to while you work, but be sure your name is on them.
  + Candlelight is a time for pilgrims, not a time to visit. There should be no talking during candlelight by our team.
  + The kitchen will be neat and clean when we arrive. It should be left clean or cleaner for the next walk that will take place, probably the next weekend. The King’s Retreat Superintendent will inspect the kitchen. Please do your part to help with Sunday’s clean-up. Everyone is expected to stay after Closing for the final clean up. Kitchen dorms need to be packed and cleared out by 1:00 so the housing servants can complete their tasks. If you have any problems direct them to your KC or EA.
  + The pilgrims are thankful you answered Jesus’ call to work this walk. Let Him use you to His glory. We are here to embody servant hood, not only to the pilgrims, but also to each other. Let your light shine, even when you feel weary and overworked. Jesus is counting on you to show HIS love.

# Special Job Descriptions

1. **Special Diet** (1) Get special diet information for any pilgrim. Check to see if you need to purchase any extra food. During the weekend you are responsible for preparing and serving these special meals for the pilgrim. If team members have special diet needs, they are responsible for providing their own food. You can assist them with the meals at camp.
2. **Inventory** (Entertainment Asst. or team) Check food delivery Thursday morning and be sure we have everything we need. Also Sunday after breakfast, take an inventory of what is on hand for the next weekend. See the HC for the form you need to complete this inventory.
3. **Coffee Maker** (1) Prepare coffee (regular/decaf) in large coffee makers the night before. Rise early the next morning to get the coffee going. Also coordinate with the housing servants and their coffee needs the next day.
4. **Tea Maker** (1) Prepare the iced tea for every lunch and dinner meal.
5. **Camp Fire Host** (2) Prepare popcorn and lemonade for campfire. Coordinate with outside lay director as to place and time.
6. **Sat. Comm. Host** (2) Prepare water and cups for community on Saturday night.
7. **Entertainment** (2 or 3) Decides ideas and presents them to the team. Organize entertainment, props, costumes and practice times. Use props/costumes that people already have or can borrow. Work with team to coordinate the skits (writing, leading, etc.). Be sure to incorporate the whole team into the entertainment. No expenses should be incurred.
8. **Coordinator** (1) Coordinate w/Facilities Coordinator and Housing on any items they need from the kitchen. Keep a checklist of items borrowed from the kitchen and insure they are returned by Sunday. Coordinate with chapel about where the Communion elements are kept.
9. **Agape** (2) Coordinate which agape will be set out at each meal. Advise set-up crew for each meal which agape will be used when. Keep running list of all agape so list can be read after each meal.
10. **Place Cards** (1) Before weekend make place cards for dining tables (use template in online resources). During the weekend intersperse so leadership will be sitting with pilgrims. Place head table servants in the middle of the tables and instruct the Table Leaders and Assistant Table leaders to sit at the head and foot of the table. Act as host(ess) during the meals to assist leadership in finding their place. There is a template in the online resources to help organize the seating arrangements.
11. **Laundry** (1) Launder dishtowels when loads accumulate. Last load must be finished by 2:00 Sunday w/all towels clean, dry and put away by closing. Need to share dryer with housing when they have washed their towels/sheets/etc.
12. **Condiments** (1-2) in charge of making sure all condiments are restocked and on the tables for each meal
13. **Cook Leaders** (3) One person per team to be in charge of making sure their assigned meal is prepared and cooked properly and is served on time according to the timeline.
14. **Music Coordinator** (1) Helps put together special songs for pilgrim entrance (based on theme) and coordinate meal music (if applicable). Provide word sheets, CDs, or anything needed for music in the kitchen.
15. **Walk-in/reach-in cooler organizer** (1) Responsible for keeping walk-in and reach-in coolers organized and cleaned out.

Kitchen Coordinator – Please communicate the following information to these servants PRIOR to the weekend!!

Facilities Coordinator

The basic morning beverage supplies are ordered through our food service; coffee, individual tea bags, hot chocolate, individual packets of creamer, sugar, sugar substitute, Styrofoam cups and stir sticks.

Coordinate with the Entertainment Asst. charge of inventory.

The coffee comes in prepackaged packs for the 5-gallon maker. Take a package and dump into the plastic container in the Servant’s Den.

You may also replenish the other plastic containers from the supply in the kitchen.

Housing Coordinator

Coffee is made in the kitchen in our 5-gallon makers. You should be able to find caraffes to fill in the mornings to take down to the dorms. You will also want to locate a caraffe for decaf coffee.

The basic morning beverage supplies are ordered through our food service; coffee, individual tea bags, hot chocolate, individual packets of creamer, sugar, sugar substitute, Styrofoam cups and stir sticks.

Coordinate with the Entertainment Asst. in charge of inventory.

Chapel Coordinator

Grape juice and pita bread is ordered through our food service. We order a case of juice and a case of pita bread, sufficient for a weekend or more.

A Communion set includes 1 ½ Cup(s) of juice per chalice and 3 pitas per plate.

The juice is in boxes in the pantry. It is probably best to store the opened box in the Servant’s Den.

The pita bread is kept in the refrigerator. You will be the only one using the pita bread. It is best to store this with the open juice in the Servant’s Den refrigerator.

The washer and dryer are also in the back of the kitchen for you to use to keep the Chapel linens laundered.

**KITCHEN FUNDS TRACKING:**

Kitchen Coordinator may request funds through the Facilities Coordinator prior to the weekend. Track the use of the funds and submit this sheet, receipts, and remaining funds to Facilities Coordinator before the end of the weekend.



**TOTALS**:

Attach all receipts to this form and unused allowance (by cash or check).

Return to Facilities Coordinator before the end of weekend to be submitted to Board Rep.

Notes for the Future Walks

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Please submit to Shua Gambill at the end of the weekend. Thank you for your feedback!